



## **HEARING OFFICER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform professional legal and administrative work involved in conducting hearings and related proceedings involving civil complaints and violations of state statutes, City Code, ordinances and regulations.

### **Supervision Received and Exercised:**

Receives general direction from the Presiding Judge or from other judicial staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Conduct hearings and related proceedings such as arraignments and motions on civil citations alleging violations of parking, civil traffic, minor animal control violations and contested traffic matters; hear testimony, rule on motions and relevancy of evidence presented.
- Hear testimony, question witnesses and examine evidence; assess penalties, issue sanctions and compel attendance of witnesses.
- Review citations for technical violations, investigate complaints, schedule hearings and pre-hearing conferences.
- Research and analyze issues based on applicable ordinances, codes and regulations; apply law and precedent to facts and rule on the evidence presented; impose sanctions and determine disposition; prepare summaries of findings and issue decisions.
- Enter default judgments against defendants who fail to appear; assess prescribed fines; initiate civil action to collect accumulated fines from multiple violators.
- Conduct follow-up procedures and coordinate with other City departments to ensure that hearing decisions are implemented.

## CITY OF TEMPE

### Hearing Officer (continued)

- Issue subpoenas, administer oaths and instruct parties as to their rights; ensure that appeals are documented and filed with the City Prosecutor's Office.
- Assist in the development of policies, procedures and methods of operation; prepare reports and related documentation.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two years of legal experience, preferably in a municipal or traffic court.

#### **Training:**

A Juris Doctorate from an accredited law school.

**This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0621**

**Salary Range: 42**

**FLSA: Exempt**